

CITY OF BURBANK

LIBRARIAN

DEFINITION

Under supervision, to provide professional library service; and to do related work as required.

ESSENTIAL FUNCTIONS

Selects print and/or non-print materials for children and adults; plans and presents appropriate library programs for the public; provides general and in-depth reference service and reader's advisory to library users; interacts congenially with the public in person and over the telephone; instructs public in use of online catalog and other library technology; conducts library and bibliographic instruction; performs online information searching; trains paraprofessional, clerical, pages, and volunteer staff; supervises library operations as required; conducts children's story times and classroom visits; makes presentations to the Library Board of Trustees, Friends of the Library, and other community groups; participates in continuing education and technical training to enhance skills and keep current in the profession; operates audio-visual equipment, photocopy machines, microform reader printers, and other equipment; locates and retrieves materials from shelves at various height levels; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - current trends and practices in public library services to children and adults; general and specialized reference and bibliographic sources for both children and adults; library automation systems, online research sources, OCLC, CD-ROM, LAN & WAN technology, and the Internet; reference interviewing techniques and procedures; reader's advisory methodology and theory; principles and methods of collection development; modern supervisory theory and practice; cataloging and indexing procedures and practices.
- Ability to - work in a multicultural environment as a team member; work effectively with people of all ages; establish and maintain effective working relationships with supervisors, fellow employees and the public in person and on the telephone; communicate clearly both orally and in writing; show initiative in problem solving; work independently under general supervision; operate computer terminals and PCs to input and retrieve data; plan and present informational or educational programs for children and adults; work a flexible schedule; manipulate library materials from shelves at floor level to a height of eight (8) feet; maintain a safe working environment; travel to locations for meetings and training sessions.

Education/Training: A master's degree in Library and/or Information Science from an American Library Association (ALA) accredited university.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.